



September 28, 2006

TO: Transportation Authority of Marin Commissioners

FROM: Dianne Steinhauser, Executive Director

RE: Measure A Strategy 4, Crossing Guard Program – Funding Allocation for Novato Unified School District - Agenda Item – 5d

Dear Commissioners:

Executive Summary

The TAM Crossing Guard program will provide trained crossing guards for critical intersections throughout Marin County. In July 2006, the TAM Board approved funding the existing Crossing Guard program in the City of Novato, for those locations that qualify under TAM's program. At that time, a funding agreement was prepared to document the funding conditions. The Novato Unified School District has completed a contract with All City Management Services and a funding allocation has been prepared for TAM approval. TAM's prorated share of the NUSD's crossing guard program is \$81,600.

Recommendation. TAM authorizes \$81,600 in Measure funds to the Novato Unified School District for Sub-strategy 4.2 for a funding contribution to their existing crossing guard program.

The TAM Crossing Guard program will provide trained crossing guards for Marin County's most critical intersections. Public Works Directors from the Marin Public Works Association (MPWA) and the TAM Technical Advisory Committee (TAC) recommended 54 crossing guard locations for funding. TAM Board approved the locations for funding in February 2006 and July 2006.

TAM selected All City Management Services to implement the Crossing Guard program. This contractor is also under contract with the Novato Unified School District (NUSD) to provide crossing guards and several of the crossing guard locations have been evaluated and approved for funding under the TAM program. In July 2006, the TAM Board approved funding the existing Crossing Guard program in the Novato Unified School District, for those locations that qualify under TAM's program. TAM and NUSD have developed a funding agreement to provide funding for the approved locations in the NUSD.

The allocation of Measure A funds is described in the Strategic Plan and requires an approved allocation from the TAM Board and an executed funding agreement between the local agency and TAM. TAM's Executive Director has the authority to execute funding agreements with the local agencies the funding agreement has been executed with the NUSD. A funding allocation request has now been prepared for TAM Board approval.

Recommendation

TAM authorizes \$81,600 in Measure funds to the Novato Unified School District for Sub-strategy 4.2 - for a funding contribution to their existing crossing guard program.

Attachments: Resolution No. 2006-15
Allocation Request Form

TAM RESOLUTION NO. 2006-15

RESOLUTION OF THE TRANSPORTATION AUTHORITY OF MARIN FOR THE ALLOCATION OF MEASURE A, STRATEGY 4 FUNDS TO THE NOVATO UNIFIED SCHOOL DISTRICT

WHEREAS, The voters of Marin County approved the authorization of Measure A at the General Election held on November 2, 2004, thereby authorizing that TAM be given the responsibility to administer the proceeds from a one-half cent transaction and use tax; and

WHEREAS, The duration of the tax will be 20 years from the initial year of collection, which began April 1, 2005, with said tax to terminate on March 31, 2025; and

WHEREAS, The tax proceeds will be used to pay for the programs and projects outlined in TAM's Expenditure Plan; and

WHEREAS, TAM has developed a Strategic Plan, that will be updated every two years, to provide guidance on implementing the Expenditure Plan; and

WHEREAS, The Strategic Plan programs Measure A funds over a 20 year period to the four strategies listed in the Expenditure Plan, including Strategy 4, Reduce school related congestion and provide safer access to schools, Sub-strategy 4.2, Crossing Guards; and

WHEREAS, Measure A funds for Sub-strategy 4.2, Crossing Guards, are programmed under the Strategic Plan to provide crossing guards; and

WHEREAS, The allocation is consistent with the 2006 Measure A Strategic Plan; and

WHEREAS, There are sufficient funds in the Sub-strategy 4.2 line item of the TAM approved Fiscal Year 2006/07 budget to cover the proposed action; and

WHEREAS, Crossing guards were approved for funding at 54 locations in Marin County by the TAM Board, and

WHEREAS, There are 12 approved crossing guard locations located in the Novato Unified School District; now therefore, be it

RESOLVED, That the Transportation Authority of Marin does hereby approve the allocation of \$81,600 in Measure A, Strategy 4 funds to the Novato Unified School District to implement Strategy 4, Reduce school related congestion and provide safer access to schools, Sub-strategy 4.2, Crossing Guards for the period August 1, 2006 to June 30, 2007 in accordance to the cash flow distribution schedule listed in the attached allocation request form; and be it further

RESOLVED, That the Transportation Authority of Marin finds the allocation of these funds to be in conformance with the priorities and funding levels established in the Measure A Expenditure Plan and the 2006 Measure A Strategic Plan; and be it further

RESOLVED, That the Transportation Authority of Marin hereby authorizes the actual expenditure (cash reimbursement) of funds for these activities to take place subject to the Fiscal Year Cash Flow Distribution Schedule detailed in the attached Allocation Request Form; and be it further

RESOLVED that as a condition of this authorization for expenditure, the Executive Director shall impose such terms and conditions as are necessary for the project sponsors to comply with applicable law and adopted Authority policies and execute a Funding agreement with the project sponsor to that effect.

PASSED AND ADOPTED at a regular meeting of the Transportation Authority of Marin held on the 28th day of September 2006, by the following vote:

AYES:

NOTES:

ABSENT:

Steve Kinsey, Chair
Transportation Authority of Marin

ATTEST:

Dianne Steinhauser
Executive Director

**Transportation Authority of Marin
Measure A – Transportation Sales Tax**

Allocation Request Form

Fiscal Year of Allocation: 2006-07

Expenditure Plan: Strategy 4 – Reduce School Related Congestion
Sub-strategy 4.2 – Crossing Guards

Project Name: Crossing Guards

Implementing Agency: Novato Unified School District

Scope of Work: The Novato Unified School District will provide twelve crossing guards at the locations shown in Exhibit A - Eligible Locations within the Novato Unified School District for the 2006-07 school year. The School District's crossing guard contractor will recruit and screen potential crossing guards, provide orientation, training and supervision of the guards and will manage the crossing guard program. The crossing guard contractor will also provide appropriate clothing and equipment for the crossing guards.

Strategic Plan Programmed and Requested Amounts:

| Agency | Programmed FY 06/07 | Prior Allocation* | Current Request | Remaining Balance |
|-----------------------------------|------------------------|----------------------|--------------------|----------------------|
| Novato Unified School District | \$595,284 | \$435,626 | \$81,600 | \$78,058 |

* TAM professional services contract (C-FY05/06-006) with All City Management Services

Funding: The Novato Unified School District crossing guard program is funded jointly by the School District and the City of Novato. Crossing guard services are provided under contract by All City Management Services.

Cash flow Distribution: Actual payments from TAM to the Implementing Agency shall not exceed the maximum cumulative Drawdown Limitations set forth in the table below without written approval by the TAM Executive Director.

| Drawdown Schedule - FY 2006/2007 | | | | | |
|--------------------------------------|----------|----------|----------|----------|----------|
| | Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 | Total |
| Quarterly Drawdown Amount | \$20,400 | \$20,400 | \$20,400 | \$20,400 | \$81,600 |
| Cumulative Drawdown Limitation | \$20,400 | \$40,800 | \$61,200 | \$81,600 | \$81,600 |

Qtr 1 = 7/1 – 9/30; Qtr 2 = 10/1 – 12/31; Qtr 3 = 1/1 – 3/31; and Qtr 4 = 4/1 – 6/30

Project Delivery Schedule: August 1, 2006 – June 30, 2007

Environmental Clearance: Not applicable.

EXHIBIT A: Eligible Locations within the Novato Unified School District

| Number | Street - City | School |
|---------------|--|--|
| 1 | Center Road & Wilson Ave Novato | Lu Sutton Elementary School Sinaloa Middle School |
| 2 | Center Road & Leland Dr Novato | Lu Sutton Elementary School |
| 3 | S Novato Blvd & Sunset Pkwy Novato | Lynwood Elementary School |
| 4 | Sutro Ave & Dominic Dr Novato | Pleasant Valley Elementary School |
| 5 | Arthur & Cambridge St Novato | Rancho Elementary School Novato High School |
| 6 | S Novato Blvd & Yukon Way Novato | Rancho Elementary School Novato High School |
| 7 | San Marin Dr & San Ramon Way Novato | San Ramon Elementary School San Marin High School |
| 8 | Diablo Ave between Hill and Center Novato | Hill Middle School |
| 9 | Alameda Loma & Calla Mesa Novato | Loma Verde Elementary School |
| 10 | Paladini & Vineyard (@ school) Novato | Sinaloa Middle School |
| 11 | Wilson & Vineyard Novato | Sinaloa Middle School |
| 12 | San Ramon Way & San Benito Way Novato | San Ramon Elementary School |